

Public Transport Forum Terms of Reference

Purpose of the Forum

- To enable representatives to engage together in a constructive forum to consider and recommend actions on public transport issues, in order to achieve the aims and objectives of the Borough Council and the Local Strategic Partnership as set out in the Sustainable Community Plan. The Forum has no decision-making powers.

Membership of the Forum

- Representatives of the Access Group, Kent County Council, East Sussex County Council, Tunbridge Wells Borough Council, bus/train/taxi operators, Parish/Town Councils and other user or local community groups.
- The Borough Council nominates two Borough Councillors as representatives to attend the meetings. However any other Council Member is welcome to attend and speak on specific issues providing they have given prior notice to the Chairman.
- Other representatives are welcome to attend the Forum provided that they are acting on behalf of a relevant group, organisation or body. The group will give careful consideration to all such requests.
- The Forum can invite individuals with particular knowledge, skills and/or expertise to attend.

Role of members

- To represent the views of their organisation and to report back to them any progress or plans of the Forum.
- To identify ways in which the Forum can contribute to the delivery of the plans of the Borough Council and the Local Strategic Partnership.

Election and Role of Chairman

- The Forum will elect a Chairman on an annual basis.
- The Chairman will ensure all views are heard and recorded in an accurate and unbiased manner and ensure actions are followed up as appropriate.

Frequency of meetings

- Meetings will be held at least three times a year, at dates and times to be agreed by the group.

Servicing of the Forum

- The Forum will be serviced and supported by the Borough Council.
- Minutes of all meetings will include a record of attendance.
- Dates, agendas and minutes of meetings will be sent via email to group members and posted on the Council's Website.
- Documents in large print format will be produced and sent out on request.

Substitutions

- Members should make every effort to attend, but may send a substitute if necessary and should ensure that the person is suitably briefed.

Sub-groups

- The Forum can set up sub-groups or working parties to tackle issues if appropriate.